



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT MONROE  
102 MCNAIR DRIVE  
FORT MONROE VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

IMNE-MNR-ZA

11 MAY 2007

MEMORANDUM FOR Directors and Office Chiefs, Headquarters Fort Monroe

SUBJECT: Fort Monroe Policy Memorandum #1 - Commander's Open Door Policy

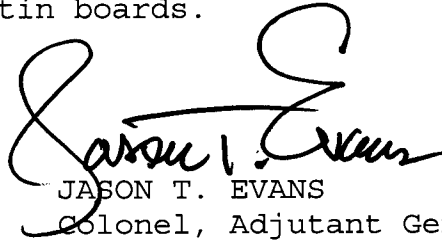
1. REFERENCE. AR 600-20, Army Command Policy, 1 February 2006.
2. PURPOSE. To provide guidance to all U.S. Army Garrison (USAG) Fort Monroe personnel on the Garrison Commander's Open Door Policy.
3. APPLICABILITY. The policy is applicable to all civilian and military personnel assigned to and/or under the operational control of USAG Fort Monroe.
4. POLICY. All military and civilian members of this agency have the opportunity to personally speak with the Garrison Commander to present facts, concerns, problems of a personal or professional nature, or other issues that the individual has been unable to resolve at a lower level. This right may not be denied at any subordinate level.
5. PROCEDURES.
  - a. Members of Headquarters Fort Monroe are encouraged to ensure their chain of command is made aware of problems which affect the discipline, effectiveness, and climate of the organization.
  - b. Members seeking assistance should try to use their chain of command to resolve problems at the lowest possible level. If members are unable to satisfactorily resolve problems, concerns, or other issues through the chain of command, they should feel free to approach me either in person, telephonically, or electronically (via e-mail).

IMNE-MNR-ZA

SUBJECT: Fort Monroe Policy Memorandum #1 - Commander's Open Door Policy

c. If a problem should arise which does not require an immediate solution, an appointment can be arranged by calling my office at 788-3241. If a problem is so pressing that it requires my immediate attention, personnel are encouraged to contact me at my office, Building 77, Room 106.

6. This policy memorandum will be permanently posted on all Headquarters Fort Monroe bulletin boards.

A handwritten signature in black ink, appearing to read "Jason T. Evans". The signature is stylized with a large, sweeping "J" and "E".

JASON T. EVANS  
Colonel, Adjutant General  
Commanding